

LVT Examination Application Checklist

ALL Applicants Are Required To Furnish:

- ☐ Completed Application – Must be notarized on page 5. Do not leave blank spaces.
- ☐ Money Order or Cashier's Check for the \$70 application fee. **NOTE: Personal Checks and/or cash will NOT be accepted)**
- ☐ Certified Copy of Your Birth Certificate. Certified copies are usually obtained from the Health Department, Bureau of Vital Statistics, in the State where you were born. Most states charge a fee for this service, so contact them as soon as possible to avoid a delay in receiving your birth certificate. Hospital birth certificates and notarized copies are not acceptable. **If you are foreign born, you must submit a certified copy of your birth certificate from the country of birth.**

Foreign born individuals must also furnish documentation of legal status in the US. See the "Frequently Asked Questions" page of the application for list of acceptable documentation.

- ☐ Education/Evidence of Graduation
Certified Transcript of all Veterinary Technician courses you attended, giving date and degree awarded.
- ☐ One Passport Type Picture
 - Must be 2" x 2";
 - Close-up photos only (Your face must fill most of picture);
 - Frontal face shots only;
 - May be black and white **OR** color;
 - No hats or sunglasses;
 - Must be signed and dated on back;
 - Not dog-eared, folded or bent.

You Must Utilize the Veterinary Information Verifying Agency (VIVA) for the following item:

- ☐ National Exam Scores
 - Veterinary Technician National Exam (VTNE). See contact information for AAVSB/VIVA on the front page of the application packet.**Applicants who took the VTNE in Texas, or had their score reported to Texas, will not need to transfer their score. The Board will be able to access those scores.**

Military Personnel Must Furnish:

- ☐ DD 214 (if discharged from the Armed Forces) for each period of service. Need copy of entire form showing "Type of Separation" (discharged) and "Character of Service" (honorable, dishonorable, etc.).

Additional Items That May Be Applicable:

- ☐ Certificate of Valid License Issued (Need verification from any and all states you have ever been licensed **whether the license is current or not.**)

This form is included in this packet. You may use the form provided, or letters from the applicable authority will also be accepted. The applicant is responsible for contacting and submitting the forms to the appropriate entities. Most states require a fee for license verification and will not process your request until payment is received. You may discard the form if it does not apply to you.